

## Use AI for everyday tasks

**Duration: 1 Day**    **Course Code: GKMSMSAI**    **Delivery Method: Company Event**

### Overview:

Discover how AI can simplify and enhance your daily activities. This training session is tailored for business users looking to integrate AI tools into their everyday routines. You'll learn how to leverage AI for tasks such as scheduling, email management, data analysis, and more. The session will conclude with an overview of how to develop AI skills that drive organizational growth.

**This course has a duration of 75 mins**

### Company Events

These events can be delivered exclusively for your company at our locations or yours, specifically for your delegates and your needs. The Company Events can be tailored or standard course deliveries.

### Target Audience:

Anyone interested in leveraging AI for everyday tasks

### Objectives:

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| ■ After completing this course you should be able to:                                     | ■ Create and expand prompts and analyze results         |
| ■ Know what generative AI is and ways to use it for everyday tasks                        | ■ Use different AI tools to prompt and build on results |
| ■ Understand the basics of writing effective prompts and identify useful prompt resources | ■ Understand how to use AI responsibly and ethically    |

### Further Information:

For More information, or to book your course, please call us on 0800/84.009

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[www.globalknowledge.com/en-be/](http://www.globalknowledge.com/en-be/)